



WIC Nutritionist CPA

Grant County Health Department is recruiting for a limited term WIC Nutritionist Competent Professional Authority (CPA) to work up to 40 hours per week. As the WIC Nutritionist CPA - the qualifying person will work with the WIC Director to provide services in accordance with the terms of the Wisconsin WIC Program.

Minimum Qualifications

Education Requirements: Must have one (1) of the following educational backgrounds

1. Dietetic Technician Registered by the Academy of Nutrition and Dietetics (AND) OR eligible for registration and pass the registration examination within six (6) months of hiring, and maintain Registration with a minimum of 50 continuing education hours every 5 years.
2. Nutritionist who possess a bachelor's degree in dietetics or foods and nutrition, or master's degree in nutrition or public health nutrition, including Certified Dietitians who are not RDs (e.g., those grandfathered in by July 31, 1996, the deadline in the 1993 Wisconsin Act 443)
3. Registered Dietitian (RD) who is registered with the Academy of Nutrition and Dietetics (AND) and a Certified Dietitian (CD) who is certified with the State of Wisconsin (through the Department of Regulation and Licensing).

Transportation Requirements: Must have a valid driver's license, reliable transportation, and automobile insurance.

Preferred Experience

1. One year of work experience in community nutrition or nutrition education and counseling
2. One year of work experience as a DTR, RD, or Nutritionist who possesses a bachelor's or master's degree in dietetics or food and nutrition or public health nutrition
3. Experience working with maternal or pediatric populations

How to Apply: A [Grant County application for employment](#) and [job description](#) may be obtained at www.co.grant.wi.gov or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required** and will be accepted at the following location.

Grant County Personnel
111 S. Jefferson St. - PO Box 529
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

GRANT COUNTY JOB DESCRIPTION

TITLE: WIC Nutritionist Competent Professional Authority (CPA)

DEPARTMENT/ AGENCY: Grant County Health Department

IMMEDIATE SUPERVISORS: WIC Director

PAY RANGE: H start rate (LTE)

FLSA: Non-Exempt

NATURE OF WORK

As the WIC Nutritionist CPA - the qualifying person will work with the WIC Director to provide services in accordance with the terms of the Wisconsin WIC Program.

MINIMUM QUALIFICATIONS

Education Requirements: Must have one (1) of the following educational backgrounds

1. Dietetic Technician Registered by the Academy of Nutrition and Dietetics (AND) OR eligible for registration and pass the registration examination within six (6) months of hiring, and maintain Registration with a minimum of 50 continuing education hours every 5 years.
2. Nutritionist who possess a bachelor's degree in dietetics or foods and nutrition, or master's degree in nutrition or public health nutrition, including Certified Dietitians who are not RDs (e.g., those grandfathered in by July 31, 1996, the deadline in the 1993 Wisconsin Act 443)
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Transportation Requirements:

Must have a valid driver's license, reliable transportation, and automobile insurance.

Physical Requirements

1. Ability to operate computer keyboard/typewriter, calculator/adding machine, VCR, telephone, infant and adult scales, measuring board and tape, breast pumps, and Hemocue photometer.
2. Ability to exert very moderate physical effort in sedentary to light work, involving stooping and kneeling. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull up to 50 pounds. Work at clinic sites requires moving tables and chairs and carrying office supplies.
3. Ability to recognize and identify similarities or differences between characteristics of colors, forms, and sounds.

Preferred Experience

1. One year of work experience in community nutrition or nutrition education and counseling
2. One year of work experience as a DTR, RD, or Nutritionist who possesses a bachelor's or master's degree in dietetics or food and nutrition or public health nutrition
3. Experience working with maternal or pediatric populations

Knowledge, Skills And Abilities:

This position is expected to develop, maintain and utilize relevant competencies in the following areas:

1. Analytic Assessment Skills
2. Policy Development/Program Planning Skills
3. Communication Skills
4. Cultural Competency Skills
5. Community Dimensions of Practice Skills

6. Basic Public Health Sciences Skills
7. Financial Planning and Management Skills
8. Systems Thinking Skills

Language Ability and Interpersonal Communication

1. Ability to decide the time, place, and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria in order to define consequences and to consider and select alternatives.
2. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
3. Ability to utilize advisory data and information such as financial statements and reports, technical operating manuals, reimbursement reports, bills, and invoices, WIC program procedures and guidelines, client records, program participation lists, draft reports, nutrition texts, WIC manuals, and non-routine correspondence.
4. Ability to communicate verbally and in writing with WIC participants, students, health department personnel, medical care providers, community groups, business owners, vendor representatives, and state WIC agency personnel.

Mathematical Ability

Ability to add and subtract, multiply and divide, calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

1. Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the direction, control, and planning of an entire program or set of programs.
2. Ability to use functional reasoning development in performing functions within influence systems such as associated with leading, teaching, directing, and controlling.

ESSENTIAL TASKS

1. Understand the Wisconsin WIC Program, its Vision, Mission, and program goals, and continual updated communications with State and National WIC events
2. Attends WIC regional and annual state meetings as needed. Partake in on-going training in WIC related issues as needed
3. Understand all WIC computer applications and accurately document client information and activities
4. Determines client eligibility based on provided medical and nutritional information. Assesses client needs and develops plan of care. Refers clients to other services and agencies
5. Documents client information and activities
6. Communicate with WIC Director and Health Officer on all matters requiring their input
7. Assists the WIC Director as needed with the Annual Nutrition Education Plan and Breast Feeding Program and monitors client progress
8. Works with the WIC Director to prepare and participate in department and WIC meetings as needed.
9. Performs other tasks as needed
10. Assists the WIC Director in development and implementation of nutrition education, including secondary nutrition education. Develop lesson plans for secondary education.
11. Select, develop, evaluate and update nutrition education materials. Maintain inventory of administrative and nutrition education publications
12. Transports equipment and supplies as needed for satellite clinics
13. Carries out all job responsibilities with the focus of person-centered principles. Provides family-centered, community-based, and culturally-competent care

SUPERVISION RECEIVED

Works under the direction of the WIC Director.

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

Office setting; may involve shipping of biological specimens

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 07/12/22